

## SELF-SERVICE CENTER

### HOW TO REQUEST THE COURT TO RELEASE A PROTECTED ADDRESS

#### HOW TO FILL OUT THE FORM:

- Complete the entire form. Fill in all of the blanks on the ***“Request for Release of a Protected Address.”***
- Write in your current address unless it is protected. The court needs to be able to get in touch with you to let you know what the judge’s decision is.
- Write in the existing Family Court “DR or FC or FN” case number.
- Write in the Atlas Number (if there is one and you know it).
- Write in the name of the person whose address you need.
- Write in the relationship of that person to you.
- Check one box to tell the judge whether the address is protected by court order or because the case is a IV-D case. If neither of these statements are true, this paperwork will not work and you should see a lawyer for help, or review the court file yourself.
- Explain, in detail, why you need the address.
- Sign and date the form.

#### WHAT TO DO WITH THE FORM ONCE YOU FILL IT OUT:

- Give your original Request to the Presiding Family Court Judge. You may hand-deliver it or mail it. The Presiding Family Court Judge is:

The Honorable Colleen McNally  
Presiding Judge of the Family Court Department  
Superior Court of Arizona in Maricopa County  
125 W. Washington Old Courthouse, Lower Level  
Phoenix, Arizona 85003

#### HOW MUCH TIME WILL IT TAKE BEFORE THE JUDGE DECIDES and HOW DO I FIND OUT WHAT THE JUDGE’S DECISION IS?

- You and the other party will receive a copy of a minute entry order from the Presiding Family Court Judge telling both of you that the Judge has received your request for the other party’s address. The other party will be given 25 days to file an objection/response to your request for his or her address.
- After 25 days, if no objection is received, the other party’s last known address will be released to you. If the other party files an objection, the Presiding Family Court Judge will decide either to:
  - 1) Grant your request and release the address, OR
  - 2) Deny your request but allow you to obtain alternative service through the Clerk’s Office.
- You will receive the judge’s decision in the mail.

#### WHAT TO DO WHEN THE JUDGE DENIES MY REQUEST?

- If your ***“Request for Release of a Protected Address”*** is denied and alternative service is allowed, you must give a copy of the minute entry order, with your documents that need to be served to the Clerk’s office at the Family Court filing counter for processing. You also must give the Clerk of the Court \$23.00 for handling and processing unless your fee is waived or deferred. Forms for fee waiver or deferral are available through the Self-Service Center.